

SECRET

UNITED STATES GOVERNMENT

Memorandum

RMS-M-68-096

TO : Chief, Support Services Staff, DDS DATE: 2 December 1968
THRU : Chief, Records Administration Branch
FROM : Chief, Records Management Staff, OC

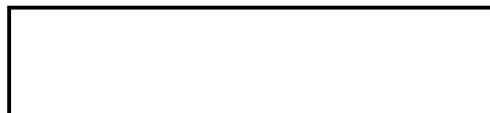
SUBJECT: Records Control Schedule

1. Attached is the Office of Communications, Divisions Records Control Schedule. At present there are five separate Records Control Schedules, one for each Division. These have been consolidated into the attached Records Control Schedule, which is applicable to the five Divisions in the Office of Communications.

2. It is suggested that a new Schedule number be assigned to this Schedule, and upon approval, the following Schedule numbers be cancelled: 50-65/10, 50-67/14, 50-64/11, 50-64/12, and 50-64/13.

3. Your prompt approval of this Schedule would be appreciated.

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Attachment:

Records Control Schedule (3 cys)

Distribution:

Orig & 1 - Addressee w/att. (3 cys)

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APPROVED

CIA Records Administration Officer

7 Jan 1969
Date

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